

POLICY AND REGULATIONS GOVERNING TRAVEL FOR CIRM STAFF AND WORKING GROUP MEMBERS

Background

Originally, ICOC members and CIRM staff of the California Institute for Regenerative Medicine (CIRM) were allowed reimbursement for costs of travel using policies adopted by the Department of Personal Administration (DPA) for all state agencies under the Executive Branch. These policies were adopted by the Acting Interim President under the authorities given to him by the ICOC at their January 6, 2005 meeting.

On March 1, 2005, the ICOC discussed and approved a travel policy in accordance with DPA for both ICOC members and staff. The major points of this policy, as approved, were as follows:

- variable reimbursement rates for lodging, depending on regional location within California
- actual reimbursement rates for lodging, outside of California
- defined limits for costs of meals, within and outside of California
- reimbursements for actual costs of travel by airline (coach only), train or automotive vehicles (including a standard rate for private vehicle reimbursement of \$.34/mile)
- reimbursements for actual costs for business and other expenses (e.g. phone calls, photocopying)

Proposition 71, however, allows the ICOC to establish travel policies for ICOC members and CIRM staff, as follows:

- Health and Safety Code Section 125290.45 (b) (2) allows an ICOC member to be reimbursed for the "...reasonable and necessary travel and other expenses incurred in the performance of the member's duties."

This statutory provision supports the adoption of the University of California (UC) travel reimbursement policies for ICOC members and CIRM staff (see Attachment II for full explication of this policy). The major differences between the UC and DPA policies are as follows, as of November 2006:

- *Lodging:* DPA rules for travel inside California set limits on lodging while UC allows actual reasonable and necessary cost.
- *Meals and Incidentals for 24 hours or more:* DPA rules set limits on each meal (up to a total of \$40) while UC allows up to \$64 for the cost of any meals and incidentals for each period of 24 hours or more.

- *Meals and Incidentals for less than 24 hours:* UC rules allow up to \$42 for the cost of meals and incidentals for each instate travel period of 12 or more hours but less than 24 hours, but allow nothing for a period of less than 12 hours. An exception is allowed for meals that are an integral part of a business meeting. DPA rules allow for meals incurred in a trip of less than 24 hours provided the trip begins before 6:00AM (for breakfast) or ends after 7:00PM (for dinner). Nothing is allowed for lunch unless it is an integral part of a business meeting and the limit is \$10.
- *Private Vehicle Use:* UC rules allow for \$.44.5/mile while DPA allows \$.34/mile.

At its April 7th, 2005 meeting, the ICOC voted to adopt the UC travel reimbursement rules for all ICOC members and CIRM staff with the following exceptions:

- *Meals and Incidentals for less than 24 hours:* Follow DPA rules by allowing up to \$33 per day for meals related to trips of less than 12 hours provided the trip began prior to 6:00AM or ended after 7:00PM. Also, allow up to \$13 for lunch when it is an integral part of a business meeting.
- *Receipts:* Follow DPA rules by allowing reimbursement for meals and incentives without requiring submission of receipts.

At its December 5th, 2005 meeting, the Governance Subcommittee voted to recommend these amendments of the travel policies governing ICOC and CIRM staff to the ICOC. In addition to adding in allowable interview/relocation expenses, the subcommittee recommended:

- Extension of the contracted meal policies for ICOC and Subcommittee meetings to cover all meals, not exclusively lunch.
- Reimbursements for light refreshments and meals under specific limited circumstances (approved in advance by the President) to extend to ICOC Members and CIRM staff who are required to attend
- Point of information that out-of-state (including out-of-country) travel is subject to same limits as in-state travel

The ICOC approved these recommendations at its meeting the next day (December 6th, 2005).

Description

The proposed Policy and Regulations Governing Travel for CIRM staff and Working Group member can be found on Attachment I. This proposed policy closely follows the UC Policy and Procedures Governing Travel. The rationale for using UC policy, where applicable, is a straightforward, auditable, and consistent administrative practice for CIRM.

The proposed policy presented today will be applicable to CIRM staff and Working Group members only.

The ICOC has historically approved policies for reimbursement of travel expenses incurred by ICOC members, CIRM staff and Working Group Members. A delegation of authority from the ICOC to the Governance Subcommittee for any future changes is requested for the Policy and Procedures Governing Travel for CIRM staff and Working Group members.

Recommendation

The President and the Governance Subcommittee recommend to the ICOC for approval the following actions:

- 1) Approval and Adoption of the Policy and Procedures Governing Travel for CIRM staff and Working Group members (Attachment I).
- 2) Delegation of Authority for the Policy and Procedures Governing Travel for CIRM staff and Working Group members to the Governance Subcommittee.

ATTACHMENT I

POLICY AND REGULATIONS GOVERNING TRAVEL

I. PURPOSE

The Policy and Regulations Governing Travel in this document are based upon the University of California Business and Finance Bulletin G-28. This policy provides for appropriate implementation and oversight required for reimbursement of travel claims.

II. DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

Business Purpose – the business purpose of a CIRM traveler may include activities that contribute to any one of the CIRM's major functions.

Headquarters -- the place where the major portion of the traveler's working time is spent, or the place to which the employee returns during working hours upon completion of special outside assignments.

Lodging -- expenses for overnight sleeping facilities. Does not include accommodations on airplanes, trains, buses, or ships, which are included in the cost of transportation.

M&IE Reimbursement Cap -- the maximum amount authorized for daily meal and incidental expenses established by the CIRM for all travel of less than 30 days in the continental United States. This rate is adjusted periodically to reflect changes in the Consumer Price Index. For purposes of the reimbursement cap, incidental expenses include tips and fees for services, e.g., for waiters, baggage handlers, etc. *M&IE*

Reimbursement Cap shall not be treated as a per diem. Only actual reasonable expenses incurred for M&IE may be claimed. See Appendix A

Reporting Period -- the thirty-one day period within which a Travel Expense Voucher must be submitted after the end of a trip. Refer to Reporting Period, for more information.

Residence -- the primary residence where the traveler lives, regardless of other legal or mailing addresses. However, when an employee is required to reside temporarily away from his or her permanent residence because of official travel away from headquarters, such residence may still be considered permanent if it is unreasonable to expect the employee to move his or her permanent residence to the temporary job location.

Travel Expenses -- expenses that are ordinary and necessary to accomplish the official business purpose of a trip. Refer to the following sections for a description of travel expenses eligible for reimbursement: Transportation Expenses; Subsistence Expenses; and Miscellaneous Travel Expenses.

Travel Status -- the period during which a traveler is traveling on official CIRM business outside the vicinity of his or her headquarters or residence.

III. CIRM TRAVEL POLICY

A. SCOPE

The policy and regulations contained in this Policy shall apply to all CIRM staff and Working Group travel, including travel funded under federal grants and contracts.

- This Policy includes special rules for non-employees, such as working group members, scientific reviewers, visiting scholars, independent contractors, etc.

- Pursuant to Office of Management and Budget Circular A-21, costs incurred by employees and officers for travel shall be considered reasonable and allowable only to the extent that such costs do not exceed charges normally allowed by the institution in its regular operations as a result of an institutional policy and the amounts claimed under sponsored agreements represent reasonable and allocable costs.

B. POLICY

It is the policy of the CIRM that all official travel shall be properly authorized, reported, and reimbursed in accordance with this Policy. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the CIRM, unless otherwise noted in this Policy. When a CIRM employee travels under the sponsorship of a non-CIRM entity, travel expenses, including advances, or billings, shall not be charged to a CIRM account or billed to the CIRM; airline tickets must be obtained from the sponsor [can we discuss? – this is new]. CIRM employees traveling on official business shall observe normally accepted standards of propriety in the type and manner of expenses they incur. *In addition, it is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this Policy.*

The travel reimbursement procedures contained in this Policy are designed to conform to the substantiation rules published by the Internal Revenue Service (IRS). Thus, any payment made to an employee in connection with official travel that lasts for one year or less shall not result in additional taxable income to the employee. Travel expenses considered by the IRS to be taxable income to the traveler are not reimbursable except for certain travel expenses related to moving a new appointee or a current employee.

C. EXCEPTIONS

Exceptions to this policy may be authorized by the President or his or her designee. Any delegation of authority for exceptional travel expenses must be in writing; any redelegation of this authority must be authorized by the President. Exceptions may be granted in the following circumstances:

- A request for an exception must document the circumstances and need for the exception. When an exception has been granted, the reimbursement of expenses claimed shall be limited to the actual costs incurred or less, provided such costs are deemed to be ordinary and necessary under the circumstances.

IV. APPROVAL OF TRAVEL

In order to ensure that travel is approved in an impartial manner, travelers may not approve the reimbursement of their own travel expenses. In addition, an employee or working group member shall not approve the travel expenses of an individual to whom he or she reports either directly or indirectly. An employee also may not approve the travel of a near relative, e.g., spouse or equivalent, child, parent, etc.

V. PAYMENT OF TRAVEL

A. PREPAID EXPENSES AND DIRECT CHARGES

Prepaid expenses such as transportation tickets and conference fees may be billed directly to the CIRM with prior approval from the President, CFAO or Finance Officer. These expenses must be paid by the traveler when they are incurred, and a claim for reimbursement submitted at the conclusion of the trip.

B. CORPORATE TRAVEL CARDS

Under guidelines established by CIRM, corporate travel cards may be issued on a case by case basis for employees who travel on official CIRM business. Any traveler issued such a card

should use the card to pay for all expenses related to official CIRM business travel, including lodging and subsistence, except where the card is not accepted. The cardholder will be billed directly for all expenses charged to the corporate card. The cardholder is personally responsible for paying *all* charges on the corporate card and for keeping the card current. ***The CIRM will not reimburse or pay late fee charges incurred in connection with the corporate card.*** The CFAO is responsible for negotiating contracts for a corporate card program. The corporate travel card is valid only while an individual is employed by the CIRM, may be cancelled at the discretion of the CIRM, and must be relinquished to the employee's department upon termination of employment. ***The traveler must submit a Travel Expense Voucher even if he or she is not owed any additional reimbursement, in order to document the business purpose for which the advance was issued.***

C. PAYMENT OF EXPENSES ON BEHALF OF OTHERS

CIRM travelers normally shall not be reimbursed for expenses paid on behalf of other persons, except in the case of co-travelers who are sharing a room. Exceptions to this rule, such as supervised group trips, must be approved in advance.

D. CANCELLATION OF RESERVATIONS

Travelers who are unable to honor a reservation shall be responsible for canceling the reservation in compliance with the cancellation terms established by the hotel, airline, etc. The traveler must return any refundable deposits to the CIRM. Charges or lost refunds resulting from failure to cancel reservations shall not be reimbursed unless the traveler can show that such failure was the result of circumstances beyond the traveler's control.

The traveler shall be responsible for promptly returning for a refund any unused or partially used transportation tickets.

VI. INSURANCE FOR TRAVELERS

A. EMPLOYEES

All CIRM employees, including working group members engaged by the CIRM, are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment while on an official CIRM business trip or while engaged in designated extrahazardous activities on behalf of the CIRM. In addition, all CIRM employees are provided with Workers' Compensation coverage for work-related injury that occurs during a CIRM-approved and -funded business trip. For insurance coverage purposes, an official CIRM business trip begins when the traveler leaves his or her residence or headquarters, whichever occurs last, and ends when the traveler returns to his or her residence or headquarters, whichever occurs first.

B. VEHICLES

For information on insurance coverage requirements for employees who use their private vehicles on CIRM business. The ORIM administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP), which provides unlimited self-insured liability coverage for the state, agencies, and employees who operate covered self-propelled land vehicles on state business (California Vehicle Code Sections 17000 and 17001). Effective January 1, 2004, liability coverage is limited to \$1 million per occurrence/accident when the state vehicle is operated by a non-salaried employee (i.e. student assistant, volunteer, etc.) on state business. The driver's employing department/agency will be financially responsible for the payment of any claims, settlements, judgments or verdicts in excess of \$1 million. The VELSIP provides excess liability coverage for state employees on state business while driving non-state vehicles, but only after the vehicle owner's liability policy limits have been paid. The VELSIP does not provide coverage for injury to state employees nor for damage to state vehicles. Employee injuries are handled through Workers' Compensation coverage. Damage to state vehicles are handled through the budget of the owning state agency.

VII. TRANSPORTATION EXPENSES

Transportation expenses shall be reimbursed **based on the most economical mode of transportation** and the most commonly traveled route consistent with the authorized purpose of the trip. Any exception must be approved by the President.

A. GENERAL

1. Definition

Transportation expenses include the following: charges for commercial carrier fares; travel agency service fees; car rental charges; private car mileage allowances; overnight and day auto parking; bridge and road tolls; taxi and public transportation fares; and all other charges for transportation services necessary to accomplish the official business purpose of the trip.

2. Transportation Tickets

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by the CIRM. Such tickets should be purchased from the CIRM contract travel agencies. Travelers will not be reimbursed for non-cash certificates used for the purchase of transportation tickets, e.g., frequent flyer miles.

3. Lost Tickets

Service charges for tickets lost by travelers may be reimbursed, provided such occurrences are infrequent. Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason. The reason for the charge must be specified on the Travel Expense Voucher.

4. Allowable Mileage Expense

Mileage shall ordinarily be computed between the traveler's headquarters and the common carrier or destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. However, mileage expenses may be allowed between the traveler's residence and the common carrier or destination if CIRM business travel originates or terminates before or after the traveler's working hours, or if travel originates or terminates during a regularly scheduled day off. When a traveler is authorized to drive a private vehicle to or from a common carrier terminal, mileage may be reimbursed as follows:

- One round trip, including parking for the duration of the trip; or
- Two round trips, including short-term parking expenses, when an employee is driven to a common carrier.

Also, if a non-employee who is not on travel status has a temporary assignment away from his/her residence, reimbursement shall be made for mileage expenses incurred between the assignment location, or home and the assignment location and new destination, whichever is less.

5. Surface Transportation Used in Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. However, such costs shall not exceed the cost of airfare, based on the state rate or the regular coach fare available for the location of travel from a standard commercial air carrier fare, plus transportation costs to and from the terminals.

6. Indirect or Interrupted Itineraries

Advance approval is required when a traveler takes an indirect route or interrupts travel by a direct route, for other than CIRM business. Any resulting additional expenses shall be borne by the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. Any resulting excess travel time will not be considered work time, and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

7. Travel Extended to Save Costs

Additional expenses associated with travel extended to save costs, e.g., a Saturday night stay for domestic travel, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip (provided the expenses were incurred in compliance with this Policy). Such expenses, which include lodging, car rental, and M&IE (subject to the reimbursement caps set forth in Appendix B) incurred within the vicinity of the business destination, shall not exceed the amount the CIRM would have paid had the traveler not extended the trip.

8. Air Travel Cost

a. State Rate/Coach Class. State rate shall be used. If the State rate is not available, coach class, refundable, shall be used in the interest of economy. This policy applies to all travel (domestic or foreign, or any combination thereof) regardless of the purpose or fund source.

b. Business Class. Use of business or first-class or other higher-cost services may be authorized under the circumstances listed below. Documentation of such circumstances must be provided on the Travel Expense Voucher.

- Business or first-class is the only service offered between two points;
- The use of coach class would be more expensive, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing;
- The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler and documentation, from the traveler's primary care physician, of such circumstances should be provided prior to confirmation of the flight.
- When a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare.

In cases other than those described above, a written authorization to use business or first-class or other higher-cost service shall be obtained in advance from the President. The traveler shall submit such authorization with the Travel Expense Voucher.

- Business or first-class is the only service offered between two points;
- Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more;
- U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
- When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency.
 - Reimbursement of travel on a foreign air carrier may be denied in the absence of such justification.

B. AUTOMOBILE

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

Persons authorized to travel by automobile (e.g., when an automobile is the most economical mode of transportation) shall be reimbursed for actual M&IE incurred en route by the most direct route, plus any necessary cost of lodging, when appropriate.

Private Vehicles: The following rules apply to all domestic travel.

a. Mileage Reimbursement Rates

When two or more persons on CIRM business share a private vehicle, *only the driver may claim reimbursement for mileage.*

1. Standard Rate

CIRM will use the standard reimbursement rate per mile as set by the Federal government and identified in the University of California Travel Policy. This rate takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Thus, under IRS regulations, travelers who claim this rate are not required to substantiate the actual costs of operating the vehicle.

2. Rate for Travelers With Physical Disabilities

A traveler with a physical disability who must use a specially equipped or modified automobile may claim reimbursement at the standard rate per mile set forth above. However, if the traveler incurred higher than standard operating costs, the traveler may seek reimbursement by submitting a statement with the Travel Expense Voucher certifying that he or she incurred higher operating costs. The actual fixed and variable costs must be specified in the statement. The traveler should refer to [IRS Form 2106](#), Employee Business Expenses.

The form is available from the following IRS web site:

http://www.irs.ustreas.gov/prod/forms_pubs/forms.html

3. When a private vehicle operated by an employee on official CIRM business is damaged by collision or sustains other accidental damage, are borne by the employee.

4. Rental Cars

a. Authorization to Rent

A vehicle may be rented when renting would be more advantageous to the CIRM than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model requested. This model should be used unless a no-cost upgrade is provided. Use of a higher cost upgrade requires exceptional approval.

The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. ***The State discount rate shall be negotiated with car rental when available.***

b. Insurance Coverage

Travelers are expected to use rental agencies with which the CIRM has state contracts that include insurance coverage. The following rules apply to insurance coverage for rental cars:

On contract rental vehicles used in the continental United States (CONUS), charges for additional insurance are not allowable, including any charge for a collision damage waiver (CDW).

c. Damage to a Rental Vehicle

A CIRM traveler may be reimbursed for up to \$500 of property damage to a rental vehicle only if such expenses were incurred on days the vehicle was being used for CIRM business purposes. The traveler shall submit with the Travel Expense Voucher a brief description of the damage to the vehicle, including an explanation of the cause of such damage, and either a police report or a report prepared by the rental company.

5. Miscellaneous Automobile-related Expenses

Charges for ferries, bridges, tunnels, or toll roads may be claimed by the vehicle operator. Reasonable charges for parking while an employee is on travel status or on CIRM business away from regular duties also will be allowed for the following:

- a. Day parking on trips away from an employee's headquarters;
- b. Day and overnight parking on overnight trips away from an employee's headquarters or residence (a claim should not be made if free overnight parking is available); and

- c. Parking charges incurred when an employee without a location parking permit is occasionally required to drive to and from headquarters.
- d. Valet parking charges in excess of normal parking charges shall be borne by the traveler, unless the traveler obtains an exception.

C. RAIL OR BUS

Rail or bus transportation may be used when required by the destination or by business necessity. Reimbursement for the cost of Pullman roomette accommodations is allowed. If more expensive accommodations are used, the traveler must justify the expense in a written explanation submitted with the Travel Expense Voucher.

D. OTHER FORMS OF TRANSPORTATION

1. Local Public Transportation, Shuttle Service, and Taxis

Local public transportation fares (e.g., buses, subway, streetcars) shall be allowed. The cost of shuttle service to and from an airport or railroad station, plus reasonable tips, is allowable to the extent such service is not included in air or rail fares. Taxi fares, including up to a 15% tip, shall be allowed only when the use of public transportation or airport shuttle service is impractical or not available. The cost must be reasonable in relation to personal car use costs, including parking, tolls, etc.

VIII. SUBSISTENCE EXPENSES

A. GENERAL

Subsistence expenses incurred while on travel status consist of charges for lodging and meals and incidental expenses (M&IE). For the definition of incidental expenses, see Definitions. Expenses reimbursed must be ordinary and necessary to accomplish the official business purpose of the trip. Subsistence expenses incurred within the vicinity of an employee's headquarters or residence shall not be reimbursed. To be eligible for reimbursement, actual expenses must be documented in accordance with this Policy.

1. Entertainment Meals

Expenses for meals incurred by employees who entertain while on travel status, are reimbursable up to \$50 per diem.

B. TRAVEL IN EXCESS OF 24 HOURS

1. Domestic Travel--Travel Within the United States and Its Possessions

For purposes of determining the applicability of Sections a, b, and c below, an official CIRM business trip begins when the traveler leaves his or her residence or headquarters, whichever occurs last, and ends when the traveler returns to his or her residence or headquarters, whichever occurs first.

a. Travel - Assignments of Less than 30 Days

For travel assignments of less than 30 days within the continental United States (CONUS), the reimbursement of daily subsistence expenses shall be based on the actual amounts incurred for lodging and meals and incidental expenses. ***The M&IE cap shall not be treated as a per diem.*** M&IE shall be limited to the ***actual reasonable costs incurred***, subject to the daily maximum reimbursement cap set forth in Appendix B. Lodging expenses must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel.

2. Foreign Travel

a. Travel - Assignments of Less Than 30 Days Foreign travel shall be reimbursed in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the Department of State Per diem begins upon arrival at the traveler's foreign destination and ends upon departure. For trips with more than one foreign destination, the per diem rate for the first

destination begins upon the traveler's arrival and ends upon departure from that destination; at that point, the per diem rate for the second destination begins and is used until the traveler departs from that location.

b. If actual expenses are claimed due to special or unusual circumstances, the traveler must document such circumstances by submitting a written explanation with the Travel Expense Voucher. The amount reimbursed, however, may not exceed 150% of the applicable federal rate established for the location of travel. The reimbursement of actual expenses must be supported by receipts. This is to compensate for additional federal and state income taxes and employment taxes owed by the employee.

C. TRAVEL OF LESS THAN 24 HOURS

When the entire length of a trip *is 12 hours or less*, meal and incidental expenses shall not be reimbursed. Unless the meal is an integral part of a business meeting and substantiated by other documentation (e.g., an agenda), which should be attached to the Voucher. A trip that *lasts more than 12 hours but less than 24 hours*, reimbursement shall be authorized as follows:

1. Domestic (CONUS) Travel

Actual cost of lodging and/or M&IE, subject to the daily maximum amount set forth in Appendix A for M&IE.

2. Foreign and OCONUS Travel

Actual cost of lodging and/or M&IE, not to exceed the applicable federal per diem rate (see Appendix A).

D. PAYMENT OF GROUP SUBSISTENCE EXPENSES

The CIRM may negotiate agreements with restaurants, hotels, and similar establishments to furnish subsistence to a group or groups of CIRM employees when it is to the CIRM's advantage. Under such an agreement, the vendor may be paid either by the group leader or by billing the CIRM.

Reimbursement of such expenses may be claimed by group travelers as follows:

- a. Group leaders who pay all or part of the group's expenses may be reimbursed by submitting a claim for the actual expenses incurred. The claim must be accompanied by the vendor's invoice/receipt showing payment in full.

IX. MISCELLANEOUS TRAVEL EXPENSES

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Voucher must include an explanation of why such expenditures are being claimed. Allowable miscellaneous expenses include the following:

- a. Business office expenses such as word processing services; equipment rentals; fax and computer expenses; copy services; overnight delivery/postage; purchase of materials and supplies, when normal purchasing procedures cannot be followed; rental of a room or other facility for the transaction of official business; local and long distance telephone calls (including one reasonably brief, non-emergency, personal call home per day); and laundering, cleaning, or pressing of clothing (if a trip exceeds six days).
- b. Special fees for foreign travel, including the actual cost of obtaining a passport, visa, tourist card, and necessary photographs; cost of certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion and check cashing fees; the cost of traveler's checks; costs related to hiring guides, translators, and local labor; and the cost of full collision insurance on automobiles rented in foreign countries.

- c. Registration fees for attendance at conferences, conventions, or meetings of professional or learned societies.
- d. Actual costs for lodging
- e. Charges for checking and storing baggage necessary for the business purpose of a trip.

A. NON-CIRM TRAVELERS

Travelers in this category include prospective employees, independent contractors and consultants, scientific and working group members, inbound travelers hired by the CIRM for a temporary assignment.

1. General Regulations

Allowable travel expenses for non-CIRM travelers are subject to the provisions of this Policy. A Travel Expense Voucher must be submitted. Such reimbursements shall be tax-coded

2. Prospective Employees

a. Authorization

The CIRM may reimburse the actual travel expenses related to interviewing prospective employees, when such expenses are necessary to acquire key personnel for employment at the CIRM. Authorization shall be obtained before any commitment to reimburse travel expenses is made to the prospective employee. Reimbursement of allowable expenses is not taxable if

the expenses are properly substantiated.

b. Allowable Expenses

Actual transportation expenses shall not exceed one round-trip coach airfare between the prospective employee's current residence and the interview location. Subsistence and ***non-personal*** miscellaneous expenses also may be reimbursed. Transportation and lodging expenses for such individuals may be paid directly by the CIRM. Such travel arrangements should be made by the Human Resources office through the designated travel agency.

3. Independent Contractors and Consultants

Reasonable travel expenses incurred by CIRM-retained independent contractors or consultants are reimbursable in accordance with this Bulletin. Such reimbursements are not taxable, provided the amounts claimed are properly substantiated

X. REPORTING TRAVEL EXPENSES

A. Travel Expense Voucher shall be used to account for all travel advances and expenses incurred in connection with official CIRM travel. When properly completed and approved, this form is used to reimburse the traveler. ***Except for direct billing arrangements that have been approved in advance, a Voucher must be processed even if no reimbursement is due the traveler.***

B. REPORTING PERIOD

The Travel Expense Voucher must be submitted to the Finance Officer within 31 days of the end of a trip unless there is recurrent local travel, in which case vouchers may be aggregated and submitted monthly.

B. COMPLETION OF A TRAVEL EXPENSE VOUCHER

The total amount of all expenses and advances pertaining to a particular trip must be accounted for when submitting a Travel Expense Voucher with receipts.

Electronic Receipts. Electronic receipts are acceptable provided that the detail contained in an *electronic receipt* is equivalent to the level of detail contained in an acceptable paper record.

Missing Original Receipts

When original receipts are required but cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement

should be provided explaining why such receipts are not being submitted with the Travel Expense Voucher.

Certification of Travel Expense

The traveler **must** sign the Travel Expense Voucher certifying that the amounts claimed are a true statement of the expenses incurred on official CIRM business and that the original of all required receipts has been submitted. Submission of the Travel Expense Voucher under a traveler's electronic authorization will be considered certification that the traveler incurred the expenses being claimed. In accordance with IRS regulations, an electronic signature must identify the traveler who is submitting the electronic form;

The Travel Expense Voucher should not be approved by a person who reports directly or indirectly to the traveler. Persons delegated the authority to approve travel shall not approve their own travel. In addition, travelers may not approve the travel of a near relative, e.g., spouse or equivalent, child, parent, etc.

Appendix A

MILEAGE REIMBURSEMENT RATES FOR PRIVATE VEHICLES

The following mileage reimbursement rates shall be used to reimburse travelers who use a private automobile on official CIRM business:

Per Mile

A. Automobiles--employee-owned/procured (including vans)

Standard Rate 44.5¢*

*Effective January 1, 2006

LODGING AND M&IE REIMBURSEMENT CAPS

The following chart summarizes the applicable reimbursement methods and the maximum rates authorized for lodging and meal and incidental expenses (M&IE) incurred while on travel status:

Daily M&IE -- Up to \$64 plus actual lodging

Daily Lodging – Use *Reasonable Payment* as a guide which is a payment that does not exceed that which would be incurred by a prudent person in the conduct of a competitive business. Reasonable payment can be established by market test, price or cost analysis, or the experience and judgment of the Responsible Administrative Official. Such judgment considers total value to the CIRM. There is value to the CIRM in agreements which meet the CIRM's needs, such as those involving qualifications, experience, resources, quality, and service. A reasonable payment need not be the lowest price available, but is one which offers the highest total value to the CIRM. A receipt is mandatory.

MAXIMUM RATES FOR MEALS AND LIGHT REFRESHMENTS

The maximum per person expenditures for meals and light refreshments furnished by the CIRM may not exceed the following amounts:

Breakfast	\$18.00
Lunch	\$30.00
Dinner	\$45.00
Light refreshments	\$12.00

The reimbursement for a buffet reception cannot exceed the applicable meal rate associated with the type of buffet, i.e., breakfast, lunch, or dinner. Reimbursement for a brunch may be made using the lunch rate.

FEDERAL GUIDELINES FOR FOREIGN TRAVEL

Please use the following web site:

<http://www.state.gov/m/a/als/prdm/>